

# WRITTEN TRANSLATION REQUEST FORM

## TRANSLATION AND INTERPRETATION SERVICES FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF CIVIL RIGHTS

**Expedited Action Needed:  
Description:**

**File No.:  
Due Date:**

### Requestor Details

Name of Language Access Working Group Representative (LEP WGR):

Name of Headquarters (HQ) or Regional Office:

Direct Phone:

Email Address:

Direct Fax:

Name of Individual Requestor (**Optional**):

Name of Headquarters (HQ) or Regional Office:

Direct Phone:

Email Address:

Direct Fax:

**Billing Details: \*\*ONLY NEEDED FOR AD HOC SUPPORT \*\* (Please note that this section needs to be filled out completely for translation and/or interpretation requests that are not envisioned to be covered under requirements of the Executive Order 13166)**

Who will be billed for this request (HQ Office, Region, COR) - please fill in name.

Billing Contract Officer Representative's Email Address:

Address:

Purchase Request (PR):

Direct Phone:

Direct Fax:

### ORIGINAL DOCUMENT INFORMATION FOR TRANSLATIONS

Description of Project (If you need additional space, please include the additional information in the request email):

Original Language of the Document:

Current Format of Document: ☐ Word Doc ☐ PDF ☐ Excel ☐ PowerPoint ☐ Hard Copy ☐ Other

Word Count of Document:

### DESIRED TRANSLATION INFORMATION

Language(s) you would like document translated into:

Desired format of translation: ☐ Word Doc ☐ PDF ☐ Excel ☐ PowerPoint ☐ Hard Copy ☐ Other

Due date:

### Additional Instructions:

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**Please check this box if your Product Review Officer has approved the original document.**

**(Approving Officials, please continue to Page 2)**

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### Administrative Use Only

#### Office of Public Affairs

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Approved

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Not Approved – if so, provide reason:

#### Office of Civil Rights

☐

Approved

☐

Not Approved – if so, provide reason: